

Invest Buffalo Niagara - Graphic Designer Internship

Posted April 4, 2025 | Accepting resumes throughout April

Part-time | Paid minimum wage \$15.50 - \$20 depending on experience | 10-12 weeks | Target Start Date: May 27th

Invest Buffalo Niagara (InBN) is the region's nonprofit, privately funded economic development organization representing the eight counties of Western New York. InBN works to market the region for business attraction and, through our Be in Buffalo initiative, talent relocations.

We're looking for a creative and detail-oriented Graphic Design Intern who loves Buffalo and wants to gain real-world experience in marketing and branding. This role will support our team by designing a variety of graphics for InBN initiatives and regional economic development partners. The intern will work closely with our Graphic Designer and report secondarily to our Brand & Creative Director, gaining hands-on experience in an in-house creative environment.

At InBN, you'll have the opportunity to apply your design skills in a corporate setting, contribute to impactful projects, and build a strong portfolio—all while helping shape the visual identity of economic growth in Buffalo Niagara. This role requires adherence to a Non-Disclosure Agreement (NDA) since this role requires the handling of confidential company information including audience lists, and project data.

Qualifications

- Currently pursuing a degree in graphic design (entering junior or senior year preferred)
- Proficiency in Adobe Suite and Office products with strong computer skills
- Understanding of graphic design principles, layout composition, and typography
- Familiarity with design trends, techniques, and file formats (experience with motion graphics or video editing is a plus)
- Detail-oriented with the ability to express creative ideas effectively
- Self-motivated with the ability to work independently and within a team
- Comfortable managing multiple tasks, shifting priorities, and meeting deadlines

Responsibilities

- Conceptualize, design, and refine creative assets for a variety of marketing projects based on feedback
- Ensure all designs are brand-compliant, optimized for intended formats, and files prepared for production
- Organize and manage photo and video assets for marketing use
- Participate in marketing and staff meetings to contribute ideas and strategies
- Other related tasks of need and interest

How to apply

Applicants must submit a cover letter, resume, and portfolio to csanders@buffaloniagara.org

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.